

**TOWN OF HINGHAM**

**ZONING APPLICATION  
CHECKLIST**



**FORM 1  
INSTRUCTIONS**

**BOARD OF APPEALS**

Please collect the indicated materials which make up an application to the Board of Appeals. Incomplete filings will not be accepted for processing and scheduling. Hearing dates are not assigned in advance.

The complete set of documents is filed with the Town Clerk, who will collect the filing fee at the time of filing.

Multiple copies are required for review by appropriate Town boards and panel members of the Board of Appeals. Office staff will calculate how many copies of the materials will be required. All duplicate copies should be left in the Board of Appeals' office at the same time as the filing is made with the Town Clerk.

	<u><b>FILE WITH CLERK</b></u>	<u><b>FILE WITH ZBA</b></u>
<b>Please contact office staff to determine the number of copies needed</b>	_____	_____

(PB, BC, CC, BH, SC, FD, Tr., HDC, HC, WSC, ZBA@3)

<b>List of parties in interest, pre-certified by Assessor</b>	_____	_____
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<b>Filing Fee</b>	_____	_____
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(Sign Permit - \$100, Single-family residential - \$200, All other applications- \$300)

<b>Application for Hearing (Form 2)</b>	_____	_____
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<b>Supporting Statements - Requested Findings</b>		
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Appeal (Form 2A)	_____	_____
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Variance (Form 2B)	_____	_____
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Special Permit A1 (Form 2C)	_____	_____
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Special Permit A2 (Form 2D)	_____	_____
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<b>Evidence of Standing to Seek Relief</b>		
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Deed or Certificate of Title	_____	_____
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Signed Option to Purchase	_____	_____
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Lease with Property Owner's Authorization Letter	_____	_____
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<b>Plot Plan</b>	_____	_____
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(Plan shall show scale, north arrow, lot dimensions and area, existing building and structures.

Include topography, flood plain, wetlands and other features, as relevant.)

<b>Plan(s) of Proposed Alteration</b>	_____	_____
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(Plan shall show scale, north arrow, dimensioned location of all improvements, including floor area, elevations. Include, if applicable, physical features, off-street parking plan, landscape plan, grading, drainage and lighting plans)

**Note: For a Special Permit A2 (site plan review) the plans shall be endorsed by a registered professional engineer or architect licensed in Massachusetts.**